

BYLAWS OF THE MANOR PARK SCHOOL COUNCIL

PURPOSE

In 2000-2001, the Ontario government created new regulations that insist on the establishment of school councils for the purpose of improving student achievement and enhancing the accountability of the education system to parents. These bylaws, which are required under Ontario regulation 612/00, should be read and interpreted with the purpose of facilitating the operations of the school council in its work to involve parents directly towards the improvement of student achievement and school performance.

BYLAWS

1.0 General

1.1 These by-laws supplement and are subject to the terms and requirements of the Regulations made under the Education Act (Ontario), as amended from time to time and the policies and procedures of the Ottawa-Carleton District School Board.

2.0 Composition of the Council

2.1 The Manor Park School Council (“Council”) shall be comprised of thirteen (13) parents, together with the principal and three (3) staff representatives

2.2 The following positions are elected positions:

- Chair
- Vice-Chair or Co-Chair
- Secretary
- Kindergarten Representative
- Junior Representative
- Primary Representative
- Ottawa Carleton Assembly of School Councils (OCASC) Representative
- Communications Coordinator
- Two members-at-large

2.3 The following are appointed:

- Past Chair
- MP Home and School Association Representative
- MP Community Liaison
- Principal
- Up to three staff members

3.0 Election Procedures

- 3.1 The Council shall appoint an individual to head the election committee no later than May 30th of each year. The committee shall be responsible for the planning process, communications regarding elections, gathering nominations and running the election.
- 3.2 The election shall normally be held on the third or fourth Wednesday of September. Election of the new Council will be the first item of business following any pending business from the previous school year, unless otherwise arranged between the Council and the Principal.
- 3.3 Elections may be held at a separate or special meeting provided that sufficient time is provided for notice and communication to all parents of the school's students, which shall be at least two weeks and in accordance with procedures outlined by the OCDSB PR 509.SCO as revised.
- 3.4 Each parent/guardian seeking election shall be nominated or self-nominated and shall complete and submit a nomination form, such as the example attached as Annex B on or before the date indicated on the form. Nominees must be present for the election should be prepared to speak in support of their nomination or self-nomination as to why they are seeking to be a member of the Council.
- 3.5 The election proceedings shall be supervised by the principal.
- 3.6 Nominations for the elected positions shall be presented to the parents/guardians in attendance at the properly constituted meeting for the purposes of Council Elections. Only nominations received by the election date will be considered at the Council Election.
- 3.7 Elections for Council members shall be conducted by secret ballot. Voters must be present at the school on the election day during the preset time for voting. Elections will be decided by majority vote.
- 3.8 Any parent/guardian of a student enrolled at MPPS is an eligible voter. All eligible voters shall be entitled to cast one vote for each of the candidate positions available. Casting more than the maximum number of votes permitted in the category spoils the ballot.
- 3.9 If the number of candidates is less than or equal to the number of positions available, the candidates shall be acclaimed.

- 3.10 In cases where two or three individuals agree to share and split the duties of one of the positions, the members shall agree to share one vote on the Council, representing that position.
- 3.11 Candidates may also choose to take on more than one position, should a position be vacant, and such person would be entitled to cast the number of votes corresponding to the number of positions held by the person.
- 3.12 In the event of a tie, the winner shall be determined by lot drawn by the Council chair, or in event that the tie involve the chair, the vice-chair shall determine the winner.
- 3.13 In any given year, the term of office for all Council positions shall be one year.
- 3.14 Within 30 days of the election, the Council shall make public the names of the successful candidates through an announcement in the Council newsletter or posting on the Council website.
- 3.15 The Council shall keep on file a list of candidates and the vote result with official Council documents for the use in the event that a vacancy on the Council occurs.
- 3.16 The school principal and the chair of the election committee shall resolve any appeals related to the Council election process or results as soon as practicable following the election.

4.0 Planning Council Meetings

- 4.1 Council shall meet at least 8 times per school year, to a maximum of 10 times per school year.
- 4.2 The September meeting of the Council shall be held on the third or fourth Wednesday of the month. This meeting shall be preceded by Council elections, as described in Section 3.2.
- 4.3 Regular meetings of the Council Members shall be held at the school and scheduled for the evening of the third Wednesday of each month of the school year, which is September through June, subject to change by resolution of the Council.
- 4.4 Upon agreement of the Council by vote, and with more than one month's notice, two meetings of the Council can be cancelled during the course of the school year.

- 4.5 Meetings of the Council shall be open to all members of the school community.
- 4.6 Should a Chair or Co-chairs not be elected or acclaimed, parent/guardian members of the Council shall chair the meetings on a rotating basis.
- 4.7 An Annual General Meeting may be called separately, or held in conjunction with a regular meeting, generally in June.

Conduct of Meetings

- 5.1 Meeting Notices shall be provided through the Council's newsletter, e-mail and other regular communications, including the posting of dates on the Council website.
- 5.2 Every effort shall be made to have meeting information circulated one week prior to the monthly meeting, including the agenda and the draft minutes of the previous meeting.
- 5.3 Any Council member or member of the parent community may raise new business, and shall make their intention to do so, to the Chair or the Vice-Chair, in advance of the scheduled meeting in order to make Council Members aware of the nature of the new business and to be included in the agenda distributed in advance of the meeting to the school community.
- 5.4 Draft Minutes of meetings shall be recorded and made available to the Council Members, generally by email, in advance of the next scheduled Council meeting at which time they will be presented for approval.

6.0 Voting

- 6.1 All Council Members have equal privileges and voting rights.
- 6.2 If a vote is required on an issue which places a Council Member in a conflict of interest, the Council Member must declare the conflict and abstain from the vote. In absence of the Council Member declaring the conflict, the Chair will advise accordingly.
- 6.3 The principal is the only non-voting member of the Council.
- 6.4 A quorum for Council voting shall be $\frac{1}{2}$ (one-half) plus 1 (one) of the voting Council members. Resolutions of the Council shall be passed by a simple majority of the votes cast by members who voted in respect of that resolution.

- 6.5 Should quorum not be present at a specific meeting, a motion can be circulated by email for an email-based vote. The motion shall be passed by a simple majority of the votes cast by members who voted in respect of that resolution. The resolution must be represented at the next meeting and recorded in those meeting minutes.
- 6.6 Any Council Member shall have the right to table a motion that a specific matter be brought to the parent/guardian community for guidance. Should the motion be accepted, consultations shall be conducted with school-wide information and discussion on the matter.
- 6.7 These bylaws may be amended by a resolution passed by a majority of not less than two-thirds of the votes cast by members who voted in respect of such resolution

7.0 Council Vacancies

- 7.1 If any Council positions become vacant because of resignation, inability to fulfill the roles and responsibilities of the position, or any other cause, including the failure to elect individuals in all positions, the remaining members shall constitute the Council, unless the parent/guardian majority is not maintained. If this becomes the case, the council may fill any vacancies by appointment from the non-elected candidates from the previous election, starting with the person who received the highest number of votes.
- 7.2 If there are no such non-elected candidates or if none of the previous candidates remain interested or able to become a Council Member, the council may, by means of a notice, request that interested parents from the school community submit their names for another election which shall be organized and called for vacant position(s).
- 7.3 If more than one parent expresses an interest, the vacancy shall be filled, in accordance with the elections procedure, at a regular meeting, provided that advance notice is provided by the candidate so that the item can be included in the proposed agenda circulated to the school community in advance of the meeting.
- 7.4 Vacancy of the position of chair or co-chair must be filled by election, in accordance with the election procedures, at a regular meeting, provided that advance notice is provided by the candidate and that the item shall be included in the proposed agenda circulated to the school community in advance of the meeting.
- 7.5 When a vacant position on the Council is filled, the new member's term shall expire at the time of the next election.

8.0 Committees

- 8.1 The Council has the right and shall, at its discretion, establish committees and ad hoc committees, and appoint individuals to chair these groups. These committees will report to the council through their committee chairs.

9.0 Conflict of Interest

- 9.1 Every Council Member, and those involved in supporting the activities of the Council, shall avoid situations that could result in an inconsistency between the overall goals and vision of the council and a personal or vested interest that arise in connection with his or her duties related to the Council and its membership.
- 9.2 A conflict of interest may be actual, perceived or potential. Should an issue or an agenda item arise during a Council meeting where a Council member is in conflict of interest, directly or indirectly, that member shall declare his or her interest immediately and shall not participate in the discussion of the issue or item. These conditions also apply to committee chairs and others undertaking duties in relation to Council business.

10.0 Conflict Resolution

- 10.1 Every Council member will be given an opportunity to express his or her opinion about the issue of discussion or in dispute. Speakers will be allowed to speak without interruption should they maintain a calm and respectful tone at all times.
- 10.2 It is the Chair's responsibility to clarify the statements made by all speakers, to identify common ground among the points raised, including making rulings on conflict of interest issues and to set out the common interests of all members.
- 10.3 If no common ground can be identified and all attempts at resolving the conflicts have been exhausted without success within a reasonable period of time, the Chair shall, as soon as practicable, request the intervention of an independent third party to assist in achieving a resolution to the dispute. An independent third party may be a board official or another individual mutually agreed on by the parties involved in the dispute.

11.0 Annual Report

- 11.1 The Council Chair shall prepare an annual report before the end of the school year.

12.0 Rules of Order

- 12.1 The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the Council in all cases to which they are applied and in which they are consistent with these bylaws and any special rules of order the Council may adopt from time to time.

These bylaws were approved and confirmed on

by resolution and vote by the Manor Park School Council.

On behalf of the Manor Park School Council

Secretary:

Name: _____

Signature: _____

Date: _____

Annex A:

School Council Member Positions and Duties

From the Parent/Guardian Community:

1. Chair
2. Vice-Chair or Co-chair
3. Secretary
4. Kindergarten Representative
5. Primary Program Representative
6. Junior Program Representative
7. Ottawa Carleton Assembly of School Councils (OCASC) Representative
8. Past Chair
9. Communications Coordinator
10. Member-at-Large
11. Member-at-Large
12. MP Home and School Association Representative (appointed)
13. Community Liaison Representative to the Manor Park Community Council/Manor Park Community Association (appointed)

From the School:

14. Principal

15. Staff Representative
16. Staff Representative
17. Staff Representative

Annex B:
Nomination Form

Manor Park School Council Executive
Nomination Form

Note: This form is to be used only for those wishing to elect, or be elected, as a member of the School Council and/or a member of the Home and School Association. Please return this form to school with your child.

I wish to nominate (you may nominate yourself) _____ for the elected position and to serve as (please check one):

School Council Positions:

- | | |
|--|--|
| <input type="checkbox"/> Chair (Council) | <input type="checkbox"/> Junior Representative |
| <input type="checkbox"/> Vice-Chair (Council) | <input type="checkbox"/> Ottawa Carleton Assembly of School Councils (OCASC) |
| <input type="checkbox"/> Secretary (Council) | <input type="checkbox"/> Member at Large |
| <input type="checkbox"/> Communications Coordinator | <input type="checkbox"/> Member at Large |
| <input type="checkbox"/> Kindergarten Representative | |
| <input type="checkbox"/> Primary Representative | |

Home and School Association Positions:

- Chair (Home and School)
- Vice-Chair (Home and School)
- Secretary (Home and School)

Name of Nominator (if applicable): _____

Phone (and best contact time): _____ Email: _____

Name of Nominee: _____

Phone (and best contact time): _____ Email: _____

Is this nominee an employee of the Ottawa-Carleton District School Board (OCDSB)? __ Yes __ no.

This nominee is the parent/guardian of _____ who **is/are** currently registered at Manor Park Public School (MPPS) in grade(s) _____.

Nominator's Signature

Date

All candidates must be present for the election and must be prepared to outline interest and reasons for the nomination if required. Contact the school council if you need more information: manorparkschoolcouncil@yahoo.ca.

Annex C:

ROLES AND RESPONSIBILITIES OF THE ELECTED COUNCIL MEMBERS

Chair (as assisted by the Vice-Chair): The Chair of the School Council is responsible for the operation of the School Council. Acting on behalf of all parents/guardians of students at the School, the Chair liaises with the Principal, Staff and Board representatives to work with them to enhance the quality of life for all students at MPPS. The functions of the Chair include, but are not limited to, the following: preparing the agenda for the Council meetings in consultation with the Principal and members of the Council; chairing monthly meetings of the School Council; communicating with the Principal; ensuring that there is regular communication with the school community; consulting, as required, with the school community, the trustee and senior Board staff; proposing the objectives for the school year; facilitating input to the Ontario Ministry of Education and Training as appropriate; working in conjunction with the Ontario-Carleton Assembly of School Councils; the Federation of Ontario School Councils; preparing the annual report of the Council ; conducting the business of the Council between meetings, including keeping the school community informed of current issues and dealing with priority issues in consultation with the other Council members; and, ensuring the safe-keeping of Council records.

Vice-Chair: The Vice-Chair works closely with the Chair to assist in the day-to-day operation of the School Council. The Vice-Chair may be delegated specific responsibilities by the Chair and should stand in for the Chair at the request of the Chair or when the Chair is otherwise unavailable.

Past Chair: Provides advice to and acts as a resource for the Council on recent matters.

Secretary: The Secretary of the School Council is responsible for the administration of the School Council. The chief responsibility of the Secretary is to take, distribute and maintain accurate minutes of all School Council meetings, including the recording of motions or votes undertaken by the Council. The Secretary is required to attend all School Council meetings, or appoint a designate to undertake their responsibilities. Minutes must be recorded, distributed, approved and amended as necessary, and made available to the Community. The Secretary is also responsible for ensuring that the minutes are retained for a five-year period; providing, on request, a copy(ies) of the minutes to any member of Council or the school's community; and circulating or organizing the circulation of council-related documents to the school Community on behalf of the Council Chair or Vice-Chair.

Kindergarten, Primary and Junior Program Representatives: These people should be parents/guardians with one or more children in the Kindergarten, or

Primary, or Junior Programs. These Representatives should present to Council any issues pertaining specifically to the grades they represent and report back to the parents of students in these grades.

Members at Large: The two (2) members-at-large represent the interests of the entire school community, having have no specific duties assigned. Time commitment: as interested.

Ottawa-Carleton Assembly of School Councils (OCASC) Representative: The OCASC representative is responsible for attending the OCASC meetings – about 10 in total. The meetings are held on the third Thursday of the month during the school year. The OCASC representative is responsible for representing the views of the School Council to the larger body of School Councils, and pursuant to their meetings, reporting back to, or seeking input from, the School Council with regard to the activities of OCASC.

Communications Coordinator: This person is responsible for compiling a monthly Council newsletter and organizing its distribution to parents. They are also responsible for updating, posting, and collecting information for the Council website. The Representative will regularly monitor the Council email account and forward any correspondence accordingly.

Community Liaison Delegate: The Community Liaison Delegate is responsible for attending the meetings of the Manor Park Community Council (MPCC) and the Manor Park Community Association (MPCA) representing the views and raising common issues of the School Council, and pursuant to their meetings, reporting back to, or seeking input from, the School Council.